CHANGES to FULL- OR PART-TIME STATUS – INCREASE OR DECREASE IN HOURS - Standard Hours/Full Time Equivalent (FTE) Support Document

Friday after payday is first day to enter records for next pay period (pay period begin Sunday).

Unless otherwise notified, deadline for HCM record entry is Tuesday of a pay week at 4:25 p.m.

Standard Hours reflects the number of hours an employee is scheduled to work in a week.

Full-time equivalency (FTE) is the percentage of full time that an employee should normally work in a job. In calculating the FTE, the system uses the definition of the standard hours and the standard work period.

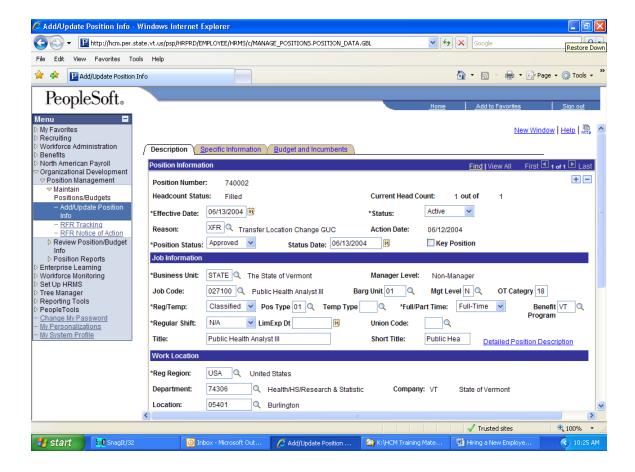
NOTE: the effective date of any change made to a position number MUST be the first day of a pay period and MUST either match or pre-date the movement of the person into the position.

Begin by navigating to **Organizational Development> Position Management> Maintain Positions/Budgets> Add/Update Position Info.** In the Find an Existing Value tab, enter the position number you will be reallocating, include history and hit search.

On the Description page

- Click "+" to insert a new row
- Enter Effective Date (must be the first day of a pay period and MUST match the date of the employee's change in standard hours)
- Tab to Reason and choose STA
- ✓ Ensure the three fields indicating full or part-time status accurately reflect the schedule this employee will work for example: an employee working 20 hours per week would have an FTE of .50, standard hours of 20 and the status would be part-time. However, in a job share situation the position would appear as full-time and each employee would appear as part-time in their specific Job Data records.

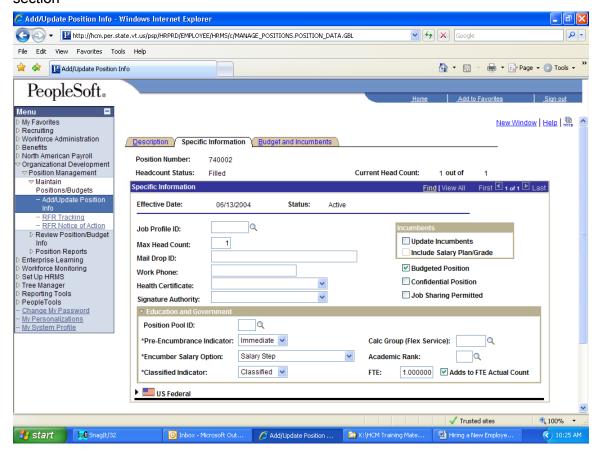
✓ Also ensure the Adds to FTE Actual Count box is checked on the Specific Information request. The FTE box is checked whether the position is full or parttime.



- Change Full/Part Time: field if necessary
- At the bottom of this page, change Standard Hours filed to the number of hour to be worked by the employee per week

On the Specific Information page

Near the bottom of the page, click on the Education and Government dropdown section



Change FTE field to the correct % (e.g., if an employee works 32 hours per week perform the following calculation to determine the FTE: 32 hours / 40 = .80, so the FTE would be .80)

Here are some additional calculations

10 hrs. = .250 FTE

12 hrs. = .300 FTE

16 hrs. = .400 FTE

20 hrs. = .500 FTE

24 hrs. = .600 FTE

25 hrs. = .625 FTE

30 hrs. = .750 FTE

32 hrs. = .800 FTE

36 hrs. = .900 FTE

SAVE

Now that you've updated the position, you'll want to process the change in the employee's record. Navigate to **Workforce Administration > Job Information > Job Data** and enter the Emp ID, and search.

This will take you to the **Work Location Page**. Once there, add a record by clicking the plus (+) sign on the right side of the page.

 Enter the effective date of the standard hours change (MUST be the first day of a pay period - Sunday)

Tab to Action and choose Standard Hours Change

Tab to Reason and choose SHR - Standard Hours Change

Click on the Override Position Data button so it reads Use Position Data. You will notice that this opens many fields in Job Data. It will also update your position data as it will populate Job Data with the updated information you just entered into Position Management.

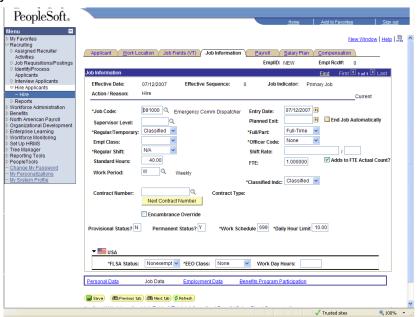
Now, click the Use Position Data button so it reads Override Position Data again.

This will close the fields in Job Data and also update additional information from Position Management (specifically the step date – which in most cases will not be accurate for this employee). We will update the step information later in this document.

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On the Job Information page

- Verify that new information populated (Full/Part, Standard Hours and FTE fields should have changed from previous record)
- Enter Work Schedule (121 or 699) depending on this employee's FTE change
- Verify/change daily hour limit
- · Verify Job Code



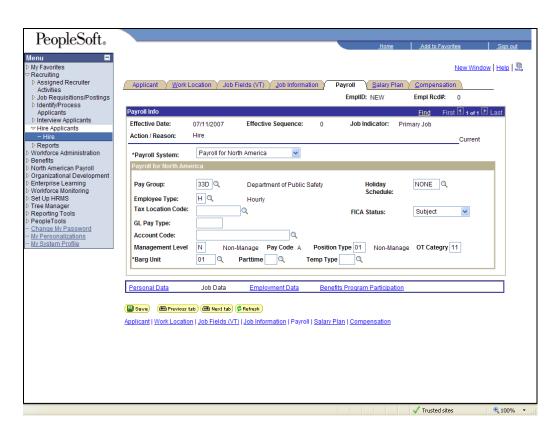
On the Job Fields (VT) page

- Delete any previous comments
- Enter any new comments (example: increase/decrease in standard hours and FTE)

On the Payroll page

- Verify Management Level, Bargaining Unit, OT category there should be no change from previous record.
- If this employee is not working a full week or a full year you will want to choose the appropriate status from the dropdown menu on the Parttime field.





NOTE: if the Use Position Data button was showing when you started this entry, there may have been an overtime category change that you'll need to check.

Review the previous record by clicking on the blue arrow located in the upper righthand corner of the Work Location page. If the overtime category is specific to the

employee (example: 37 or 38), you will want to return to the first record by clicking on the arrow again, move back to the Work Location page and open the fields again by clicking on Use Position Data. Return to the Payroll panel and enter the overtime category that was in this employee's previous record.

On the Salary Plan page

Verify Paygrade

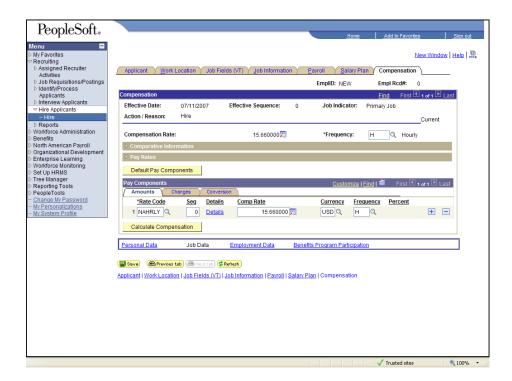
You will note here that the step information has updated to match the information in Position Data – usually step 1. Similar to the NOTE above, you should review the previous record to verify accuracy.

On the Compensation page

- Verify hourly rate review previous record if necessary to ensure accuracy of rate.
- Verify hourly rate in Comp Rate field at the bottom of the page matches the pay grade and step you've entered on the previous page.

Click the yellow Calculate Compensation button and verify the rate at the top of the page matches the rate at the bottom.

Screen shot on following page.



SAVE

This information is intended to provide general information, and to demystify some of the technical procedures. Again, this is an overview. Individual situation will vary. It is important to read bargaining unit and policy language and/or to contact the Department of Human Resources with questions concerning the specifics of your situation.

Unless otherwise notified, deadline for HCM record entry is Tuesday of a pay week at 4:25 p.m.

NO data entry of records by field staff after deadline without prior approval from HRIS.

Friday after payday is first day to enter records for next pay period (Sunday).